

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION  
ATTORNEY  
VACANCY ANNOUNCEMENT**

**Announcement Number: 04-016-EH**

**Opening Date: 01/29/04 Closing Date: 02/26/04**

This is a bargaining unit position

| POSITION TITLE, PAY PLAN, SERIES, GRADE, & SALARY               |  | FULL PERFORMANCE LEVEL                              |
|---|--|---|
| Trial Attorney (SI), SK-905-16; \$99,242 to \$153,670 per annum |  | SK-905-16   |
| NUMBER OF VACANCIES   |  | WORK SCHEDULE                                       |
| One   |  | Full Time   |
| AREA OF CONSIDERATION (U.S. Citizenship Required)<br>STATION    |  | ORGANIZATION AND DUTY                               |
| Nationwide  |  | Central Regional Office<br>Trial Unit<br>Denver, CO |

**FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: [www.sec.gov/jobs.shtml](http://www.sec.gov/jobs.shtml)**

**SUMMARY OF DUTIES:** Incumbent serves as Trial Attorney in the Trial Unit, and is primarily responsible for the conduct of trials of the most complex securities cases, involving severe sanctions against major firms, or otherwise generates exceptional interest by the government, the defendant or the public. In the course of these duties, incumbent may train, plan, organize, and direct junior attorneys and other professionals in the course of lengthy litigation. Incumbent is responsible for making decisions regarding pre-trial and post-trial matters. Engages in preparation of motions, brief writing and other documents filed in court and in adjudicatory administrative proceedings; participates in case research and preparation of witnesses for trial and/or deposition, including preparation of experts as well as lay witnesses. Incumbent tries lawsuits in the federal district courts on behalf of the Commission; tries administrative proceedings before Administrative Law Judges, and represents the interested Division before the Commission in appeals from Administrative Law Judges' decisions, and furnishes support to the Department of Justice in criminal prosecutions.

**QUALIFICATIONS REQUIRED:** (All candidates must meet minimum requirements as summarized below).

Candidates must have at least four years of legal experience as a practicing attorney in the federal or private sector demonstrating an expert knowledge of the practices and techniques of the securities business gained through legal work experience with Federal securities statutes. One year (52 weeks) of that experience must at or equivalent to the GS-14 or SK-14/SK-15 grade level in the federal service. Candidates must possess an understanding of other Federal laws, rules and regulations for self-regulatory bodies. Candidates must have legal, decision-making or policy development experience; and work experience that demonstrates the ability to administer and manage complex litigation.

**Candidates must have a J.D. degree from an accredited law school and have an active bar membership in any state or the District of Columbia.**

**QUALITY RANKING FACTORS:** Candidates who meet the qualification requirements will be evaluated against the following Quality Ranking Factors to determine the best qualified.

1. Demonstrated experience litigating and trying complex cases in federal or state courts or before Administrative Law Judges.
2. Demonstrated experience taking depositions and/or investigative testimony.
3. Demonstrated experience preparing pleadings, briefs, and other court papers involving complex legal issues.
4. Demonstrated knowledge of the federal securities statutes, rules, and regulations administered by the Commission; the Federal Rules of Civil Procedure; and the Federal Rules of Evidence.
5. Demonstrated ability to work effectively with others on a litigation team and to deal and negotiate effectively with opposing counsel.

**HOW TO APPLY**

**Candidates MUST submit:** a résumé; **or** the Optional Application for Federal Employment; **or** any other written format of your choice which clearly identifies; 1) the announcement number, title and grade of the job for which you are applying; 2) bar membership; and 3) beginning and ending employment dates. Please be sure to include your most recent performance appraisal if you are a current SEC or Federal employee and a copy of an SF-50, Notification of Personnel Action, to verify your grade and step. Your last promotion or within grade increase is best. You should also submit a separate sheet that clearly addresses the specific Quality

Ranking Factors.

If you do not provide all the information requested, you may lose consideration for this position. None of these forms will be subsequently lent or returned to applicants.

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#### **FILING APPLICATIONS**

Applications must be mailed to U.S. Securities and Exchange Commission, Office of Administrative and Personnel Management, 6432 General Green Way, Alexandria, VA 22312 and postmarked no later than the vacancy announcement closing date. Hand delivered applications must be personally accepted and date stamped in OAPM, Mail Stop 0-1 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

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#### **WHERE TO APPLY**

U.S. Securities and Exchange Commission  
Attn: DeLisia Carpenter  
6432 General Green Way  
OAPM, Stop O-1  
Alexandria, VA 22312  
Fax: (703) 914-0556  
Phone: (202) 942-4089

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#### **ADDITIONAL INFORMATION**

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Moving expenses\_\_\_ will X will not be paid.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without regard to any non-merit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodations will be on a case-by-case basis.

**Security Clearance:** The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.